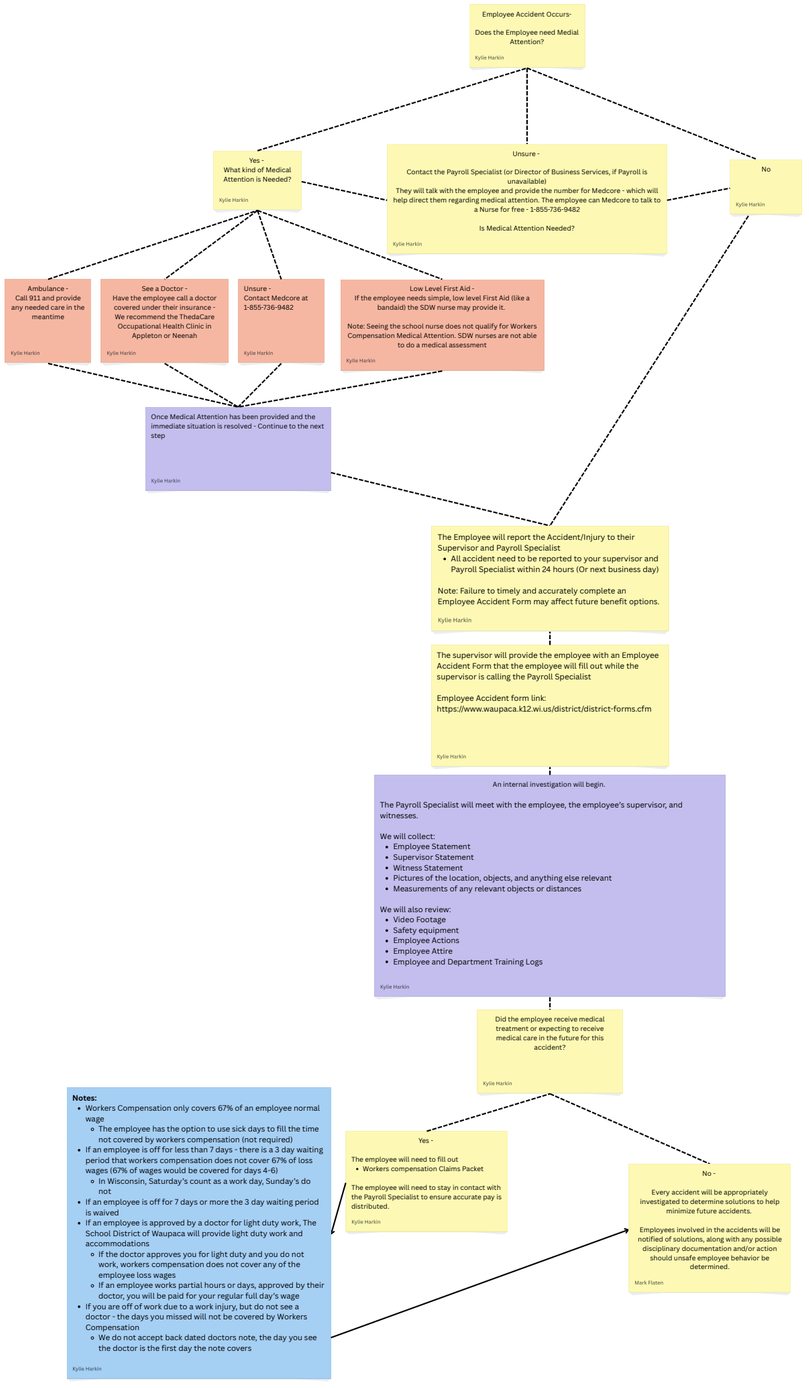
Employee Accident Occurs-
Does the Employee need Medial Attention?
Kylie Harkin
Yes -
What kind of Medical Attention is Needed?
Kylie Harkin
Unsure -
Contact the Payroll Specialist (or Director of Business Services, if Payroll is unavailable)
They will talk with the employee and provide the number for Medcore - which will help direct them regarding medical attention. The employee can Medcore to talk to a Nurse for free - 1-855-736-9482
Is Medical Attention Needed?
Kylie Harkin
No
Kylie Harkin
Ambulance -
Call 911 and provide any needed care in the meantime
Kylie Harkin
See a Doctor -
Have the employee call a doctor covered under their insurance - We recommend the ThedaCare Occupational Health Clinic in Appleton or Neenah
Kylie Harkin
Unsure -
Contact Medcore at 1-855-736-9482
Kylie Harkin
Low Level First Aid -
If the employee needs simple, low level First Aid (like a bandaid) the SDW nurse may provide it.
Note: Seeing the school nurse does not qualify for Workers Compensation Medical Attention. SDW nurses are not able to do a medical assessment
Kylie Harkin
Once Medical Attention has been provided and the immediate situation is resolved - Continue to the next step
Kylie Harkin
The Employee will report the Accident/Injury to their Supervisor and Payroll Specialist
All accident need to be reported to your supervisor and Payroll Specialist within 24 hours (Or next business day)
Note: Failure to timely and accurately complete an Employee Accident Form may affect future benefit options.
Kylie Harkin
The supervisor will provide the employee with an Employee Accident Form that the employee will fill out while the supervisor is calling the Payroll Specialist
Employee Accident form link:
https://www.waupaca.k12.wi.us/district/district-forms.cfm
Kylie Harkin
An internal investigation will begin.
The Payroll Specialist will meet with the employee, the employee's supervisor, and witnesses.
We will collect:
Employee Statement
Supervisor Statement
Witness Statement
Pictures of the location, objects, and anything else relevant
Measurements of any relevant objects or distances
We will also review:
Video Footage
Safety equipment
Employee Actions
Employee Attire
Employee and Department Training Logs
Kylie Harkin
Did the employee receive medical treatment or expecting to receive medical care in the future for this accident?
Kylie Harkin
Notes:
Workers Compensation only covers 67% of an employee normal wage
The employee has the option to use sick days to fill the time not covered by workers compensation (not required)
If an employee is off for less than 7 days - there is a 3 day waiting period that workers compensation does not cover 67% of loss wages (67% of wages would be covered for days 4-6)
In Wisconsin, Saturday's count as a work day, Sunday's do not
If an employee is off for 7 days or more the 3 day waiting period is waived
If an employee is approved by a doctor for light duty work, The School District of Waupaca will provide light duty work and accommodations
If the doctor approves you for light duty and you do not work, workers compensation does not cover any of the employee loss wages
If an employee works partial hours or days, approved by their doctor, you will be paid for your regular full day's wage
If you are off of work due to a work injury, but do not see a doctor - the days you missed will not be covered by Workers Compensation
We do not accept back dated doctors note, the day you see the doctor is the first day the note covers
Kylie Harkin
Yes -
The employee will need to fill out
Workers compensation Claims Packet
The employee will need to stay in contact with the Payroll Specialist to ensure accurate pay is distributed.
Kylie Harkin
No -
Every accident will be appropriately investigated to determine solutions to help minimize future accidents.
Employees involved in the accidents will be notified of solutions, along with any possible disciplinary documentation and/or action should unsafe employee behavior be determined.
Mark Flaten